

## ADOPTION CHECKLIST

**Petitioner:** \_\_\_\_\_; **Adoption Case No.** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Jurisdiction (D.C. Code Ann. § 16-301(b) (2001) (check at least one)**

1. \_\_\_\_\_ Petitioner was a legal resident of D.C. when petition filed OR Petitioner was an actual resident of D.C. for at least one year immediately preceding filing
2. \_\_\_\_\_ Child is in the legal custody of CFSA or child-placing agency licensed in DC.  
Agency: \_\_\_\_\_

### **Petitioner Eligibility (D.C. Code Ann. § 16-302 (2001)) (check at least one)**

1. \_\_\_\_\_ is not married
2. \_\_\_\_\_ is married and spouse is a party in this matter

### **Discretionary Waiver of Investigative Report (D.C. Code Ann. § 16-308 (2001))**

No report is required because

1. \_\_\_\_\_ Adoptee is an adult (18 or older)
2. \_\_\_\_\_ Petitioner is the spouse of a natural parent who consents or is also a Petitioner

**Investigative Report (D.C. Code Ann. § 16-307 (2001) and Super. Ct. Adoption R. 7(d))**  
**(This is only a partial listing of requirements. NOTE: The court may enter a decree after consideration of a report from which some information is missing.)**

Report contains the following representations **(all must be checked)**

1. \_\_\_\_\_ Petitioner's allegations are true or inaccuracies are explained.
2. \_\_\_\_\_ Prospective adoptee is a proper subject for adoption after investigation of adoptee's environment, antecedents, and assets (assets over \$3000 to be itemized).
3. \_\_\_\_\_ Prospective home is suitable.

4. \_\_\_\_\_ Suitable subsidy agreement (if any) approved.
5. \_\_\_\_\_ Child residing with Petitioner(s) since \_\_\_\_\_ (at least 6 months ago).
6. \_\_\_\_\_ Three post-placement interviews completed (29 D.C.M.R. 1624.2)  
 Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
7. \_\_\_\_\_ Documentation of the agency's contacts with three (3) references (29 D.C.M.R. 1620.5(u))
8. \_\_\_\_\_ Agency recommends issuing adoption decree  
 \_\_\_\_\_ Final \_\_\_\_\_ Interlocutory
9. \_\_\_\_\_ Signature of social worker and social worker supervisor and statement that report is true and correct
10. \_\_\_\_\_ CFSA Director Approval

**Clearances (D.C. Code Ann. § 4-1305.01 et seq. and 29 D.C.M.R. 16205(q),(r))**

	<b>P 1 (Date)</b>	<b>P2 (Date)</b>	<b>OTHER (Date)</b>	
1.	_____	_____	_____	Child Prection Register check within one year for all adults in household and from all states where the adults have lived in the last then years
2.	_____	_____	_____	Criminal history check within one year (everywhere but Maryland) for all adults in household
3.	_____	_____	_____	FBI clearance within two years (everywhere but Maryland) for all adults in household
4.	_____	_____	_____	Medical clearance within one year for <u>every</u> household member
5.	_____	_____	_____	Military registry check, if applicable

**Interstate Compact on Placement of Children Compliance (ICPC) (D.C. Code Ann. §§ 4-1421 to 4-1424 (2001 & Supp. 2003))**

1. \_\_\_\_ Petitioner proposes sending child from \_\_\_\_ to \_\_\_\_ for purpose of adoption AND child was placed after September 20, 1989, AND Agency has provided a notice of compliance with the ICPC
2. \_\_\_\_ No compliance is required because **(check one or both)**
- a. \_\_\_\_ Petitioner does not propose sending child from one jurisdiction to another jurisdiction for purpose of adoption AND/OR
- b. \_\_\_\_ Child was placed on/before September 20, 1989

**Consents for Adoptees Under Age 18 (D.C. Code Ann. § 16-304)**

- A. \_\_\_\_ Signed and acknowledged consent of adoptee 14+ yrs (b)(1)
- BM BF
- B. \_\_\_\_ Consent issue resolved **(one category below must be checked for each parent)**
1. \_\_\_\_ Signed and acknowledged consent (b)(2)
2. \_\_\_\_ Relinquishment of rights per D.C. Code Ann. § 4-1406
3. \_\_\_\_ Parental rights terminated (OR "released") (b)(2)(D) AND Consent of CFSA or the Agency (b)(2)(E)
4. \_\_\_\_ Deceased (b)(2)(B)
5. \_\_\_\_ Signed and acknowledged consent of court-appointed guardian (not GAL)
6. \_\_\_\_ Consent waived by the court

**Contents of Final Decree (D.C. Code § 16-309; Super. Ct. Adoption R. 7(f)) (ALL MUST BE CHECKED)**

1. \_\_\_\_\_ Jurisdictional statement
2. \_\_\_\_\_ Full name(s) of petitioner(s)
3. \_\_\_\_\_ Full name of adoptee and adoptee's date and place of birth
4. \_\_\_\_\_ New name of adoptee (if requested) or statement that name will remain otherwise unchanged
5. \_\_\_\_\_ Adoptee is physically and mentally suitable for adoption by the petitioner
6. \_\_\_\_\_ Petitioner(s) is/are fit and able to give adoptee a proper home and education
7. \_\_\_\_\_ Adoption will be in the best interests of the adoptee
8. \_\_\_\_\_ Vital Records Form completed (D.C. Code Ann. § 7-209 (Supp. 2003))
9. \_\_\_\_\_ Adoptee has continuously resided with petitioner(s) since  
\_\_\_\_\_
11. \_\_\_\_\_ Final Decree establishes the relationship of natural parent and natural child between adopter and adoptee for all purposes.
12. \_\_\_\_\_ Compliance with requirements of Interstate Compact on the Placement of Children
13. \_\_\_\_\_ Clerk to provide certified copies
14. \_\_\_\_\_ Copies to list: petitioner, petitioner's counsel, and William S. Johnson, LICSW  
Adoption Resources Program, Child and Family Services Agency
15. \_\_\_\_\_ Decree is **(check one)**  
\_\_\_\_\_ Final (residence with petitioner must be 6 months or more)  
\_\_\_\_\_ Interlocutory (decree includes language about when it will automatically become final)

**Contents of Notice of Issuance of Final Decree (Super. Ct. Adoption R. 52)**

1. \_\_\_\_\_ Petitioner's initials only
2. \_\_\_\_\_ Copies to list: petitioner's counsel, mother's counsel, father's counsel, GAL, social worker, William Johnson of CFSA, and neglect judge, if different from assigned judge. (Note: rules only require notice to "contesting" parties).